



Delaware Army National Guard

Active Guard Reserve (AGR)

Position Vacancy Announcement

SECTION I: ADMINISTRATIVE

Authority: Title 32 USC 502(f), AR 135-18, NGR 600-5

Position Title: Training Officer	Position Number: 07-AR-16	Open Date: 9 April 2016	Close Date: 16 May 2016
MOS/Branch Required: Immaterial (01A00)	MIL PARA/LIN: 103/05 (300A/04)	Minimum Grade: 2LT/O1 Maximum Grade: CPT/O3 **	
AGR BRANCH CONTACT INFORMATION		DUTY LOCATION	
Email: NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL Telephone: (302) 326-7806 or (302) 326-7807 Facsimile: (302) 326-7119		72nd Troop Command First Regiment Road Wilmington, Delaware 19808	

SECTION II: POSITION CONSIDERATIONS

Zone 1	Restricted Statewide (On-Board DEARNG Active Guard Reserve (AGR) Soldiers Only)
X Zone 2	Unrestricted Statewide (DEARNG AGR & Traditional Soldiers)
Zone 3	Nationwide (Soldiers eligible to become a member of the DEARNG)

SECTION III: DUTIES AND RESPONSIBILITIES OF POSITION

This position is located in the Brigade Headquarters of the 72nd Troop Command. The purpose of the position is to develop operations and training plans and procedures for the command. Provides staff planning and assistance to insure that required training, safety and readiness objectives are achieved and mobilization planning requirements are accomplished. Training activities at this level are concerned with the training of military personnel in a wide variety of occupations including clerical, trades and labor, administrative, technical, and/or professional skills. Formulates, oversees and evaluates the overall training programs for the command.

Develops yearly and longer training plans. Issues instructions and procedures to subordinate units for the conduct of training activities that meet the requirements of the Department of the Army, National Guard Bureau, and/or Joint Force Headquarters – Delaware.

Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Evaluate the organizational readiness report and prepare recommendations for improvements/modifications of the battalion training program.

Develops and implements Risk Management plans and programs for the command. Provides guidance to subordinate units on the implementation of Risk Management plans and programs. Develops safety/accident prevention policies and supervises implementation. Conducts safety inspections and assistance visits to subordinate units. Conducts investigations of accidents and safety violations and recommends corrective actions.

Provides guidance and assistance to units in preparation of readiness reports. Provides technical guidance to subordinate unit training and readiness personnel.

SECTION IV: PROGRAM ENTRY QUALIFICATIONS

For initial entry and subsequent assignment in the Full-Time Military Title 32 Section 502(f) Active Guard Reserve (AGR) Program, an applicant must meet and maintain the qualifications prescribed below, additionally meet the standards prescribed IAW NGR 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10

- Non-AGR Soldiers must be able to serve at least 3 years in an AGR status prior to completing 18 years Active Federal Service or mandatory removal from active status based on age or service.
- Non-AGR Soldiers must not have reached his or her 55th birthday.
- All Soldiers must have a current, passing Army Physical Fitness Test (APFT) and meet the body fat standards prescribed in AR 600-9 prior to submission of application.
- All Soldiers must not be under suspension of favorable personnel actions (flagged) per AR 600-8-2.
- All Soldiers must possess a valid security clearance required for the grade, MOS and duty position.
- All Soldiers must be eligible for reenlistment or extension per NGR 600–200.
- All Soldiers must meet the medical fitness standards for retention per AR 40-501.
- Non-AGR Soldiers prior to entry must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV) within 24 months per AR 40-501 and AR 600-110.
- Non-AGR Soldiers whose PULHES contains “3” or “4” must have a completed Military Occupational Specialty (MOS) Medical Retention Board (MMRB) IAW AR 600-60. The MMRB must have awarded a recommendation that states the Soldier will be “Retained in Current Primary MOS.”
- **Non-AGR Soldiers with Rank/Grade limitation of CPT/O3, with no more than twelve (12) months TIG as a CPT/O3 at time of the application period closing.**

The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.



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SECTION V: INSTRUCTIONS FOR APPLYING.

All applications will be delivered to the DENG HRO-AGR Office via email. Failure to submit all required documents as outlined below will result in your application not being considered for employment. A lack of required documentation requires the applicant to submit written justification to certify the eligibility.

At a minimum, the following forms and documents will be required from all applicants:

- DENG AGR (Army) Applicant Worksheet.
- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position).
- NGB Form 34-2 (Certificate of Agreement and Understanding – Initial Entry Only).
- NGB Form 34-3 (Certificate of Agreement and Understanding – OTOT Only).
- DENG Point of Contact Form.
- Copy of state and military driver's license.
- Most recent Individual Medical Readiness (IMR) Record from MEDPROS accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months to be valid.
- Last five (5) Officer/Noncommissioned Officer Evaluation Reports (OER/NCOER).
- Letters of recommendation or performance from chain of command are optional unless Soldier does not have 5 NCOER.
- Validated Officer/Enlisted Record Brief (ORB/ERB).
- DA Photograph in military uniform taken within the last 24 months. (E6 and above only)
- Security Clearance Letter of Certification (JPAS).
- Statement of all active service performed. The following documents are acceptable –
 - Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement.
 - Certificate of Release/Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s) if applicable).
- Copy of DA Form 705 (APFT taken within 6 months for AGR and 12 months for MDAY Soldiers).
- Current DA Form 5500-R or DA Form 5501-R if required by applicant for APFT, HT/WT performance.
- Current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
- Standard Form 181 (Ethnicity and Race verification).
- Biographical Sketch.

IMPORTANT NOTES REGARDING THE COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Blank forms can be located on the AGR SharePoint site ([Active Guard Reserve \(AGR\) Branch - Application Forms](#)) and the Delaware National Guard Website ([DNG Website](#)).
- Applications must be typed or printed in legible dark ink, signed and dated. Incomplete application packages (i.e. failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applications will be submitted to NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL as one (1) attachment **no later than 1630 hours on 16 May 2016**.
- Failure to follow the instructions in this announcement will result in packet disqualification.
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- Records of applicants will be screened by the HRO - AGR Management Section prior to submission to the selection panel.
- Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-selection within 30 days of final selection.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until AGR orders have been published by the HRO-AG office.

SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Career AGR Soldiers selected, will retain their career status followed by their position being filled IAW TAG Policy # 29.
- Non-AGR Soldiers serving on an OTOT are eligible to apply.
- Soldiers with rank higher than position identified are eligible to apply, but will require a reduction should they be selected.
- Lieutenant or captain, with less than 5 years time in grade must have completed an officer basic course.
- Subsequent full-time support mandatory training at NGPEC is required for this position.
- **Non-AGR Soldiers with Rank/Grade limitation of CPT/O3, with no more than twelve (12) months TIG as a CPT/O3 at time of the application period closing.**

LENGTH OF TOUR/PROBATIONARY PERIOD

AGR Soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. The initial three (3) year tour is a probationary period. During the third year of the initial tour, all AGR Soldiers will be evaluated for potential for continued active service. During this probationary period, the DEARNG may terminate the individual's employment for any reason. Such action shall not be subject to grievance and/or arbitration procedures. Soldiers who do not achieve an acceptable level of performance during the initial three (3) year active duty period may be released IAW NGR 600-5, chap 5 & 6.